

## HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR A SWIMMING POOL OR A SPA

All development projects shall be done in conformity with all the planning by-laws of the City of Pointe-Claire. The by-laws can be consulted online at [www.pointe-claire.ca](http://www.pointe-claire.ca), at the *By-laws* page.

Certificate of Authorisation Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorisation shall be required in order to build or install a swimming pool or a hot tub.

### Application Procedure - Required Documents

All forms and documents related to an application for a permit or certificate must be sent by email to [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca).

Fill out the permit or certificate application available at [www.pointe-claire.ca](http://www.pointe-claire.ca), at the *Permits* page. Should someone other than the property owner obtain the certificate, written authorisation is required.

1 copy of the certificate of location or staking certificate: Prepared by a land surveyor and including a plan showing the property limits and building(s).

1 set of plans:

All applications for a Certificate of Authorisation to build or install a swimming pool or a hot tub must be accompanied by the following information:

- A plan showing the location of all existing trees to be protected or to be felled, and the new plantings that are proposed, along with a description of the characteristics (species, size, health and structural condition) of all trees, both existing and proposed,
- The shape and dimensions of the pool or hot tub,
- The location of the pool or hot tub on the property and the distances between it and other structures, buildings and property lines,
- The proposed location of mechanical equipment and the distances between it and other structures, buildings and property lines,
- The proposed location of the back-wash pipe and the direction of water,
- All existing registered servitudes,
- The location of aerial wires,
- The location of the fence, existing and/or to be installed,
- The shape, height and material of said fence.

If it is necessary to install a fence or to render the existing ones conforming, a request for a Certificate of Authorisation to install a fence should be made simultaneously with the pool request.

### 2019 Fees and deposits

\$55 for above-ground pools and spas; \$220 for in-ground and semi-in-ground pools.

Fees for the study of an application for a Certificate of Authorisation shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

A \$545 damage deposit shall be paid at the issuance of the Certificate of Authorisation for in-ground pools and semi-in-ground pools (refundable when the work is completed).

### Approval or refusal, and issuance of a Certificate of Authorisation

If the application conforms to the by-laws, the Department shall approve the project within a period of 30 days from the time the application is complete, unless the planned work is subject to The SPAIP by-laws, which justifies that a longer treatment period is necessary.

The applicant will then be invited to come to the Planning Department for the issuance of the Certificate of Authorisation. When said certificate concerns an operation requiring the protection of trees, a proof (photos) that the protection measures are already installed on site is required as a condition to obtaining the certificate.

### Conditions and obligations attached to a certificate

Work shall not commence prior to the issuance of the certificate. Anyone who contravenes this provision commits an infraction. The permit shall be displayed in a prominent location on the lot where the construction is taking place.

An application that is approved or a certificate issued shall be considered null and void if the Certificate of Authorisation has not been issued or the work has not commenced within six months from the date of its approval by the Director; or if the work has not been completed within one year from the date of the issuance of the Certificate of Authorisation.